

Job Title: Director of Music
Reports to: Lead Pastor and Elder Board
Status: Part-time: 25 hours a week
Location: Mayfair Bible Church, Flushing MI
Denomination: Non-denominational
Website: www.mayfairbible.org

JOB OVERVIEW

Mayfair Bible Church is seeking a spiritually grounded Director of Music to lead and develop our music ministry. This individual will be responsible for planning, coordinating, and leading engaging music that encourages our church family to encounter God in a meaningful way. The ideal candidate should be a skilled musician and vocalist, a humble leader, and a team builder who aligns with the mission, values, and theology of Mayfair Bible Church.

KEY RESPONSIBILITIES

- Plan and lead Christ-centered, spiritually engaging and culturally relevant music and praise details for Sunday services and special services like Easter, Christmas, family worship, etc.
- Recruit, disciple, and develop volunteer musicians and vocalists for the Praise Team
 - Schedule and lead 32+ Praise Team members in weekly practices and Sunday services
 - Create and implement team gatherings to enhance team unity
 - Mentor, counsel, encourage, guide and connect one-on-one with team members in conversations and/or Bible studies
 - Review services with team to identify areas of growth and improvement
 - Find resources to help equip Praise Team members
 - Train/work with team members needing skill development
- Lead vocals and rehearsals with prepared music charts, tracks and planning materials, selecting music that supports biblical teaching and engages the congregation
- Keep up with regulations/licensing for music use – CCLI reports
- Liaise with the Tech Team for Sunday services
 - Oversee sound, lighting, livestream, projection and stage team, directing them to ensure excellence for the services (including special services)
 - Communicate clearly with the tech team during service planning and execution
 - Assist with bilingual slides for Sunday services
 - Maintain sound equipment use
- Connect with pastors, speakers, and any other elements included in Sunday service to facilitate a smooth, engaging service
 - Attend Service Planning Meeting with pastors and office manager to discuss Sunday service details including event details, people needed, communication, etc.

- Meet with special speakers before each Sunday service for instructions on tech needs, order of service, time, etc.
- Attend weekly Staff Prayer Meeting with all Mayfair Bible Church staff
- Meet quarterly with Pastor to discuss Music Ministry Department
- Manage Music Ministry budget
- Cultivate a worship culture rooted in authenticity, humility and spiritual maturity
- Set a spiritual tone for worship by modeling worship as a lifestyle, not just a Sunday role
 - Approach worship planning with intention, valuing the spiritual impact of every detail in the flow of a service
 - Guide and defend living a Christian walk on and off stage

QUALIFICATIONS

- Demonstrates a vibrant and growing personal relationship with Jesus
- Agrees with Mayfair Bible Church in Mission and Core Beliefs
- Has experience leading worship in a contemporary church setting with musical competence - vocally and at least one lead instrument
- Exhibits strong leadership, organizational, and communication skills
- Is able to disciple volunteers and foster spiritual growth
- Is proficient in tools like Planning Center and relevant audiovisual systems (or willingness to learn)
- Holds a degree in music, worship arts, or ministry preferred

CHARACTER & CULTURE FIT

- Spiritually mature and emotionally intelligent, ready to lead with integrity
- A team player with a servant's heart
- Creative, adaptable and open to feedback

TO APPLY

Please send your resume, a cover letter, and a video sample of you leading worship to: Adam.smith@mayfairbible.org or mail to:

Mayfair Bible Church
5339 Pierson Rd
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